

Action Accelerators

Engage Virtual Teams with Short, Live Training

Right-sized content, focused on a single topic for leaders and team members who collaborate from a distance. Instructor-led, live online. See Standard Learning Journey at bottom of page for process details.

Action Accelerator	Description
Give Feedback	Observe others' actions and behaviors in order to reinforce positive behaviors in support of your colleagues.
Influence Stakeholders	Shape the opinions and behaviors of individuals whose support is needed, but over whom we may have little authority.
Tame the Online Meeting Monster	Successfully plan meetings, keep individuals engaged, and create clear and practical action plans post-meeting.
Really Listen & Understand People	Listen and understand individuals, appreciate alternative points-of-view, and encourage honest communication.
Build Trust & Rapport in the Virtual Workplace	Create a dependable, transparent, and competent virtual workplace with shared values and focused intentions.
Lead with Purpose & Empathy	Increase psychological safety, encourage personal accountability, and share responsibility for success with teams and individuals in the virtual workplace.
Raise & Address Difficult Subjects	Initiate tough conversations, helping colleagues say what's on their minds, and develop a shared language for addressing difficult topics.
Ask Better Questions & Get Better Solutions	Spot biased and limiting questions (mental quicksand) and generate revealing and specific questions, problem definitions, and opportunity statements to improve solutions.
Present Online with Confidence	Engage and command the attention of listeners by using compelling messages, attractive visuals, and vocal variety

Standard Learning Journey (2-4 Weeks)

Step 1 Self-Paced Orientation

15 minutes

Read the course overview, answer a few questions, and begin to focus expectations on the upcoming session.

Step 2 Knowledge Acquisition

120 minutes

Instructors present a framework and tools, demonstrating how they're used.

Step 3 Practice at work

Time Varies

Return to work with assignments to apply what's been learned.

Step 4 Practice Lab

120 minutes

Report back on the experience. Practice & receive feedback from instructors and peers